

GUADALUPE COUNTY SHERIFF'S OFFICE STANDARDS AND PROCEDURES

EFFECTIVE DATE: April 1, 2011
REVISED DATE:

Chapter 1
Article VI

MINIMUM TRAINING STANDARDS

GENERAL STANDARD

Deputies shall achieve and maintain minimum training standards for their specific job function.

STANDARDS AND PROCEDURES

- A. The Sheriff's Office shall ensure that required training is available for each deputy and said training is conducted, approved, or sanctioned by the agency responsible for that specific area of knowledge. Generally, the following is a listing of minimum training standards and responsible corresponding agencies:
 - B. Law Enforcement Officers
 1. Newly hired deputies who do not possess current New Mexico law enforcement certification, shall within one year of hire:
 - a. Successfully complete the Law Enforcement certification through an accredited curriculum recognized by the New Mexico Law Enforcement Academy.
 - b. Successfully complete a First Responder course as required by the New Mexico Law Enforcement Academy.
 - c. Successfully complete a first aid course recognized by the Law Enforcement Academy.
 2. All certified deputies are required to complete at least forty hours of academic instruction that is approved by the Law Enforcement Academy, during each twenty-four month period of employment as per Title 10, Chapter 29, Part 7.
 - a. A minimum of 4 hours shall be in safe pursuit pursuant to Section 29-20-3 NMSA 1978
 - b. A minimum of 1 hour shall be in domestic abuse incident training pursuant to Section 29-7-4.1 NMSA 1978.
 - c. A minimum of 2 hours shall be in the detection, investigation and reporting of a crime motivated by hate, pursuant to Section 31-18B-5 NMSA 1978
 - d. For all officers who may be involved in the arrest of DWI offenders as a normal part of their duties, 4 hours shall be in NHTSA approved standardized field sobriety testing (SFST) protocols.
 - e. A minimum of 1 hour shall be in ensuring child safety upon arrest pursuant to the Law Enforcement Training Act and Criminal Procedures Act
 - f. 4 hours of academy approved day and night firearms training on agency approved weapons systems, including but not limited to duty handgun, backup handgun, shotgun, and rifle. Qualification testing may not be used as training to meet this requirement.
 - B. Law Enforcement Officers
 - g. A minimum of 3 hours of academy approved training in the enforcement of the off-highway motor vehicle act for all officers who may be involved in the enforcement of Sections 66-3-1001 through 66-3-1015 NMSA 1978 as a normal part of their duties.
 - h. Remaining hours may be in maintenance or advanced areas.
3. This state requirement was implemented on January 1, 2010.
 - a. Officers obtaining certification between January 1, 2010 and December 31, 2010 will be required to obtain one-half of the in-service training requirements.
 - b. Officers obtaining certification between January 1, 2011 and December 31, 2011 will be required to meet the next two year requirement which will go into effect on January 1, 2012.
4. This policy will apply in subsequent two year cycles. Officers transferring from one agency to another will carry with them the responsibility for in-service training.
- C. This procedure is to be used in conjunction with Department standards, orders, values and other relevant policies and procedures.

GUADALUPE COUNTY SHERIFF'S OFFICE STANDARDS AND PROCEDURES

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Chapter 4
Article 1

REACTIVE CONTROL MODEL

GENERAL STANDARD

The Reactive Control Model (RCM) is a use-of-force model and standard that the New Mexico Law Enforcement Academy utilizes to teach to Basic Police Cadets in their initial training. The model is also taught statewide to law enforcement officers and agencies as a guide to use of force incidents. For those incidents where force must be used, the Reactive Control Model will guide officers to use-of-force decisions that are reasonable, proper, and effective.

DEFINITIONS

Reactive Control Model (RCM) - A use-of-force model that the Department has accepted to aid its personnel in decision-making during potential force encounters. The Model guides officers in appropriate reaction to a subject's behavior whether they are cooperative, non-cooperative, unarmed assailant, or an armed assailant.

STANDARDS AND PROCEDURES

- A. The RCM is separated into two primary areas, Subject Behavior, and Officer Reaction.
- B. In each of these areas, there are four subcategories that describe subject behavior, which are as follows:
 1. Cooperative,
 2. Non-cooperative,
 3. Unarmed-assailant, and
 4. Armed-assailant.
- C. Each of these subcategories is determined based on cues that the subject exhibits during the encounter. These cues are apparent and reflect the appropriate subcategory.
- D. Within each of the subcategories on the RCM, there are lists of the subject's behavioral cues. These cues are what provide the officer with necessary information to assess the subject and place them into a category that will determine the officer's reaction.
- E. The cues listed in the RCM should not be considered all inclusive. Other reactions and /or a combination of cues might be observed during the subject encounter.
- F. Officers shall use criminal activity cues to aid in establishing their appropriate mental condition when responding to a call,
 1. Unknown Threat- Many times, officers will not be provided with enough information to preconceive a response. During any encounter, officers should prepare for anything.
 2. Type of Criminal Activity Investigating- The types of criminal activity officers are responding to should provide some indication into the subject and the potential behavior that may be encountered.
 3. High Risk Activity- This type of activity should indicate a heightened state of response by the officer.
- G. Officer's shall utilize behavioral cues and criminal activity cues to establish their mental condition for a particular incident. In the RCM the officer's mental condition is listed in four categories.
 1. Alert- Officer must be alert at all times while prepared to escalate to a higher level of mental condition based on cues.
 2. Control- This pertains to the officer attempting to gain control of a scene or person(s).
 3. Active- In this mode, Officer's are anticipating an unarmed threat or attack based on cues specific to the incident.
 4. Survival- The potentiality of an armed attack is present.
- H. An officer's reaction will be based on the cues and information as described in the RCM. Officer's shall react in accordance with the RCM and appropriate to the subject behavior as described in the model itself.
- I. The following conditions and characteristics may influence the level of force used by an officer.
 1. Number of parties involved,
 2. Special circumstances,
 - a. The offender's proximity to a weapon which may be introduced into the encounter, or
 - b. An officer is near exhaustion or is injured.
 3. Environment surrounding the incident,
 4. Time element involved,
 5. An officer's and/or individual's;
 - a. Age,
 - b. Stature and weight, or
 - c. Defensive and offensive skill level.
- J. This procedure is to be used in conjunction with Department standards, orders, values and other relevant policies and procedures.

GUADALUPE COUNTY SHERIFF'S OFFICE STANDARDS AND PROCEDURES

EFFECTIVE DATE: April 1, 2011
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Chapter 4
Article II

USE OF FORCE TRAINING

GENERAL STANDARD

This Department recognizes and respects the value and importance of each human life. Therefore, Deputies shall be trained and evaluated to maintain a reasonable level of proficiency in use of force.

STANDARDS AND PROCEDURES

A. Firearms

1. Department firearm instructors shall be certified by the New Mexico Law Enforcement Academy (NMLEA).
 - a. Instructors shall adhere to standard lesson plans established by the NMLEA.
 - b. Where a standard has not been established, lesson plans shall be submitted by the instructor and approved by the NMLEA.
2. All sworn Deputies shall attend a basic firearm refresher course annually. The course shall include:
 - a. Legal issues,
 - b. Department Policy, and
 - c. Update on fundamentals and techniques of shooting.
3. Deputies who have difficulty when qualifying shall be scheduled for proficiency training. Proficiency training shall include:
 - a. Department Policy,
 - b. Weapon nomenclature,
 - c. Fundamentals and techniques of shooting, and
 - d. Dry-fire and live-fire exercises.
4. Sworn Deputies shall qualify with firearms on both a day and night course annually. Whenever feasible, qualifications shall be scheduled semi-annually.
5. Sworn Deputies shall attain a minimum qualifying score for each firearm authorized.
 - a. Deputies failing to attain the minimum qualifying score on the first attempt shall be given one additional opportunity to qualify that day. Before the second attempt, Deputies shall receive remedial training in shooting fundamentals and techniques.
 - b. Deputies failing to attain the minimum qualifying score on the second attempt shall not be given the opportunity of a third attempt that day. The firearm instructor shall immediately notify the Sheriff. The Sheriff may authorize relieving the Deputy of all law enforcement duties, via written notice. The written notice relieving the Deputy of all law enforcement duties should include:

- 1) The date and time,
- 2) The course of fire failed,
- 3) The MOS's scores,

The names of all firearms instructors involved in training and qualification attempts,

- 4) Notice of suspension from law enforcement duties,
 - 5) Proposed steps for remedial training and re-qualification, and
 - 6) Advisement of possible disciplinary actions.
- c. If relieved of all duty, the Sheriff should take possession of the Deputy's weapons, badges, vehicle keys, and commission card; and notify the Deputy's first line supervisor.
 - d. Whenever feasible, Deputies shall be scheduled for remedial training and re-qualification within forty-eight hours of receiving notice relieving the Deputy from law enforcement duties. The training session shall include:
 - 1) Shooting fundamentals and techniques, and
 - 2) Two attempts at qualifying.
 - e. A Deputy failing to qualify on the fourth attempt will not be given an additional opportunity that day. The firearm instructor shall immediately notify the Sheriff.

B. Less Than Lethal Force (LTLF)

1. Instructors of LTLF shall be certified through a course of instruction recognized by the NMLEA.
 - a. Instructors shall adhere to standard lesson plans recognized by the NMLEA.
 - b. Where a standard has not been established, lesson plans shall be submitted by the instructor and approved by the NMLEA.
2. Sworn Deputies shall be trained and evaluated in the use of LTLF prior to assuming field duties, when:
 - a. Newly hired by the Department,
 - b. Returning from extended leave, or
 - c. Illness or injury has affected Deputy's ability or proficiency with LTLF.
3. Designated Deputy shall receive refresher training and evaluation annually with all approved LTLF.
4. LTLF weaponry and tactics, which require proficiency training and evaluation shall include:

GUADALUPE COUNTY SHERIFF'S OFFICE

STANDARDS AND PROCEDURES

EFFECTIVE DATE: April 1, 2011
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Chapter 4
Article III

FIREARMS

GENERAL STANDARD

Sworn law enforcement officers are authorized to carry firearms in accordance with Federal, State, and local laws, and Department policies.

The decision to carry a firearm is a matter of good judgment based on circumstance. Discretion and safety shall be exercised while handling firearms.

DEFINITIONS

Primary Firearm: The issued or authorized sidearm intended for uniformed, on-duty use. This firearm may be worn in plainclothes, but is the same sidearm that would be carried if on uniformed duty.

Back-Up Firearm: A firearm authorized for concealed carry, while on-duty in uniform, or plainclothes, intended for use as a backup to the primary firearm.

Plainclothes Firearm: An authorized firearm specifically requested by the officer for carry in plainclothes due to smaller size and ability to conceal. This firearm shall not replace the primary firearm.

STANDARDS AND PROCEDURES

A. On-Duty Use

1. The Department shall provide Deputies with an approved Department issued primary firearm for on-duty use. Deputies shall be trained in the proficient use of the firearm and are required to successfully complete periodic firearms training and qualifications to maintain proficiency.

- a. Department issued firearms shall not be mechanically altered or modified, and must meet manufacturer specifications.

2. Deputies may submit a written request for authorization to carry and qualify with a privately owned primary firearm.

3. An authorized Deputy shall be permitted to carry privately owned firearms while on-duty, whether in uniform or plain clothes, as their primary firearm. The following restrictions shall be adhered to:

- a. Only firearms of 9mm, .357 .40, or .45 ACP calibers shall be permitted.
- b. Only double or single action semi-automatic pistols are permitted. Barrel length must be a minimum of four inches and no longer than five and a quarter inches.
- c. The firearm shall be capable of holding a minimum of six rounds of ammunition.
- d. The firearm shall have functioning night sights installed.
- e. Firearms shall not be restricted to particular makes or models. Firearms shall not have been mechanically altered or modified, and must meet manufacturer specifications.

- f. A certified armorer shall inspect privately owned primary firearms pursuant to relevant policies and procedures. The inspection(s) will be at the deputies expense, to ensure serviceability and compliance with the manufacturer's specifications. Deputies are required to provide written documentation that the firearm has been properly inspected.

- g. Deputies may replace handgrips, which shall be black or brown in color, as long as it does not affect the operation of the firearm.

- h. Deputies may replace sights as long as it enhances the accuracy of the firearm.

- i. Deputies may make other non-mechanical modifications such as fore-end lights, as long as it enhances the safety, serviceability or accuracy of the firearm.

4. A sidearm shall be carried by uniformed sworn deputies at all times when on-duty. On-duty, non-uniformed deputies shall carry firearms except when the nature of the particular assignment or investigation dictates otherwise.

5. Deputies authorized to carry a personally owned sidearm as their primary firearm shall turn in the Department issued firearm and associated equipment.

6. The Department will provide duty and training ammunition for the deputies primary firearm. Deputies shall not carry privately owned ammunition in their primary firearm while on-duty.

7. Uniformed deputies shall carry their primary firearm in a holster capable of at least level-one retention with a thumb break, intended for the make and model of the weapon.

- a. Non-uniformed deputies shall carry unconcealed authorized weapons in a holster capable of at least level-one retention such as a thumb break or similar device. Deputies utilizing an open top holster without a thumb break shall have their weapon concealed whenever in public or dealing with a member of the public.

- b. Any other carry for non-uniformed special assignment must be approved through the chain of command.

- c. Fanny packs are not authorized for on-duty use.

8. Firearms will be carried fully loaded with a round in the chamber.

- a. Single action side arms will be carried with the hammer back and the safety on.

- b. Double action side arms will be carried with the hammer down.

- c. Uniformed deputies, other than those who are primarily assigned administrative duties will carry a minimum of two additional full magazines.

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STANDARDS AND PROCEDURES

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Chapter 4
Article III

FIREARMS

b. Placing the selector on safe and reinserting the magazine into the well, and

c. Closing the dust cover over the ejection port.

5. Use of departmentally approved non-magnifying optics is allowed on the carbine rifle after the satisfactory completion of the 40-hour basic course without their use. Upon completion of the 40-hour basic course using iron sights, an additional department carbine rifle qualification must be completed using the approved non-magnifying optics.

6. Shotguns and carbine rifles shall be kept secured in a gunlock, or other area such as the trunk, when a gunlock is not available or malfunctioning, except when needed in the performance of duty, or as directed by the firearms range staff or supervisor. Deputies shall not leave an un-secured shotgun or carbine rifle unattended.

7. No internal modifications affecting the operation of the system shall be made to the shotgun or carbine rifle without the written approval of the Sheriff.

8. Disassembly of the shotgun or carbine rifle beyond "field stripping" for cleaning purposes shall only be completed by an armorer.

E. Off-Duty Use

1. Off-duty deputies may carry a Department authorized firearm, concealed and loaded, within the State of New Mexico.

2. Deputies shall be armed when operating a Department vehicle whether on or off-duty.

3. Any carrying of an unconcealed firearm by an off-duty Deputy shall be in conjunction with State Statute. However, the officer shall not wear or display any apparel, badge, insignia, or other item that represents the Department except when operating Department vehicles or when called upon in the performance of their duty.

4. Unnecessary reference to the fact that the deputy has a firearm in their possession should be avoided.

5. Off-duty deputies shall not carry any firearm into an establishment whose primary business is licensed to dispense an alcoholic beverage.

6. This policy is not intended to limit the rights of an officer to carry a firearm off-duty in the same manner as an unrestricted citizen, but rather to define the authorization to carry a firearm under the color of law.

7. Deputies on cadet or FTO status are not authorized to carry an off-duty firearm under the color of law until satisfactorily completing a New Mexico certified law enforcement academy and/or field training program. This does not preclude deputies on cadet or FTO status from carrying a firearm in the same manner as an unrestricted citizen.

F. Firearms Safety

1. Deputies shall not carry or be in immediate possession of a firearm on or off duty when they are impaired by alcohol.

2. Deputies shall notify their immediate supervisor when using medicine that has the potential of impairing judgment or job performance.

3. Deputies shall not store or leave a firearm in any place within the reach or easy access of a minor.

4. Deputies shall utilize locking storage containers or gun locking safety devices to secure authorized weapons at home when they are not in use. Deputies shall be responsible for providing storage containers or locking devices for privately owned Department authorized weapons.

5. All authorized firearms shall be carried in a safe and secure manner.

6. Removal of firearms from their holster or other carrying devices for other than authorized purposes is prohibited.

a. Authorized purposes include tactical use, training, qualification, inspection, cleaning, maintenance, or during the lawful discharge of an officer's duty.

b. Any careless, negligent, imprudent, or casual use or display of a firearm may constitute grounds for discipline.

7. All firearms will be removed from Department vehicles before turning the vehicle over to maintenance or another non-sworn law enforcement officer.

G. Carrying Firearms on Commercial Aircraft

1. When conducting official business requiring the deputy to transport their firearm on commercial aircraft, the deputy shall contact the Federal Aviation Administration and the airliner used for conveyance to ensure adherence with the latest federal laws and regulations in effect.

2. Deputies will be governed by regulations of the Federal Aviation Administration for carrying firearms on commercial airlines. However, airline personnel have the final authority and may require that an officer surrender a weapon before boarding or while on a commercial aircraft.

H. This procedure is to be used in conjunction with Department standards, orders, values and other relevant policies and procedures.

GUADALUPE COUNTY SHERIFF'S OFFICE

STANDARDS AND PROCEDURES

ACTIVE SHOOTER RESPONSE

- a. Long gun,
 - b. Additional ammunition,
 - c. Communications, and
 - d. Any other personal protective equipment (e.g. body armor).
5. The Contact Team shall immediately enter the location and begin seeking the active shooter. The Contact Team's responsibility is to locate the active shooter and stop any violence. Officers must be aware that there will be visible victims with injuries and possibly death. They must remain clear of their objective to stop any further violence. Notification shall be made over radio broadcast of the team's intention and manpower.
6. The arriving First Line Supervisor shall assume the Incident Commander (IC) role and begin to coordinate the following:
- a. Identify a "Kill Zone" and establish a command post,
 - b. Secure radio communications,
 - c. Staff and maintain inner and outer perimeter positions, and
 - d. Request additional resources and set a staging area.
7. The IC shall need to call upon several types of resources for differing functions. Examples of these resources may include the following:
- a. The Department's SWAT, SRT, and CNT,
 - b. Area police and fire departments, and
 - c. Ambulance providers.
8. As significant resources arrive, the IC shall identify the need for additional contact and/or rescue teams.
9. Additional Contact Teams may be utilized but must be strictly governed so as to avoid contact between multiple teams. More than one contact teams may be used in some of the following circumstances:
- a. Multiple buildings,
 - b. Large-scale complexes, or
 - c. Separate shooter locations.
10. Rescue teams shall be comprised based on manpower availability and current activity of the shooter. It is the responsibility of rescue teams to:
- a. Locate injured victims and remove to a safe location for treatment
 - b. Provide safe escape routes for individual and/or groups of people.
 - c. More than one rescue team may be used.
11. Contact and rescue teams should use extreme caution while moving in a targeted area. Active shooters have been known to use explosives to further cause destruction during and after the event. There has been cases where barricades have been erected and booby traps have been attempted to injure first responders.
12. Evacuation Corridors may be used to assist in the safe evacuation of large groups of people during and after an active shooter event. These corridors are used to safely separate victims from suspects who may attempt to evade detection. Corridors may be setup in a linear fashion consisting of:
- a. Separator Area- Used to initially identify victims and suspects.
 - b. Suspect Holding Area- An area used to hold suspects.
 - c. Medical Area- This area is used to treat injured persons. Officers should be cautious in this area as it may contain suspects.
 - d. Dirty Area- A large holding area for anyone who has not been searched and cleared.
 - e. Clean Area- A final holding area where persons can be released.
- B. Active Shooter Training
- 1. Current training in active shooter response shall be the responsibility of the Department. It should be a matter of practice that this training be conducted annually.
 - 2. In addition to inter-departmental training, officers should seek opportunities to train and learn in conjunction with area schools, high-risk business locations, and shopping areas.
- C. This procedure is to be used in conjunction with Department standards, orders, values and other relevant policies and procedures

GUADALUPE COUNTY SHERIFF'S OFFICE STANDARDS AND PROCEDURES

OFFICER INVOLVED SHOOTING & FATAL INCIDENTS

incident.

D Incident Investigation

- 1 Investigation team members shall respond to the incident scene when notified.
 - a The team leader shall meet with the on-scene supervisor and field investigator and then brief other members.
 - b The team leader shall assign specific duties and responsibilities to other members.
 - c One member shall be assigned to meet with involved officers at the pre-designated area and shall:
 - 1) Retrieve articles of evidentiary value, to include but not limited to:
 - a) Gun shot residue test,
 - b) Clothing, and/or
 - c) Equipment.
 - 2) Inform Deputy of the type and scope of investigations being conducted and provide the names of the investigation team members conducting the investigations.
 - 3) When appropriate advise officers that they are not currently a criminal suspect.
 - 4) Advise officer of his/her Miranda rights.
- 2 Two types of investigations shall be conducted.
 - a Criminal Investigation - to discover all relevant evidence for a determination of whether or not a crime was committed during the course of the incident by any person involved.
 - 1) A minimum of two members shall be assigned to the criminal investigation.
 - 2) The information obtained as a result of a criminal investigation may be used for the purpose of the administrative investigation.
 - b Administrative Investigation - to discover all relevant evidence for a determination of whether there was a violation of Department rules, policy, or procedure; whether relevant policy was clearly understandable and effective to cover the incident; and whether prior Department training was adequate.
 - 1) A minimum of two members shall be assigned to the administrative investigation.
 - 2) The information obtained as a result of an administrative investigation shall not be used for the purpose of the criminal investigation.
- 3 At the conclusion of the investigations, separate reports

shall be submitted to the Sheriff, one for the criminal investigation and one for the administrative investigation.

E Post Incident Procedures

- 1 When appropriate, involved officers may be placed on administrative leave with pay for a period to be determined by the Sheriff. Officers shall remain available for any necessary administrative investigations.
- 2 Officers should be advised to have phone calls answered by another person for several days if their names are released to the public to protect against crank or abusive calls
- 3 Officers directly involved in the incident shall be required to attend an agency designated specialist for counseling and evaluation as soon as practical after the incident at the Department's expense.
 - a Involved support personnel are also encouraged to contact an agency-designated specialist.
 - b The specialist shall advise the Sheriff of the results of the counseling and evaluation sessions to determine:
 - 1) Whether it would be in the best interest of the Deputy to continue on administrative leave or light duty, and for what length of time.
 - 2) What is the best-continued course of counseling, and
 - 3) Where an officer was relieved of his weapon, when it should be returned.
- 4 The families of involved Deputies are encouraged to seek counseling.
- 5 The Sheriff should periodically brief Department officers concerning the incident to curtail rumors.
- 6 Officers shall not release information about the incident to the news media without authorization from the Sheriff or PIO.
- 7 When a Department approved firearm has been used in the incident, the Deputy shall be required to re-qualify with the weapon upon returning to regular assigned duties.

F Daily Stress Recognition

- 1 As post-traumatic stress disorders may not arise immediately, or the officers may attempt to hide the problem, each supervisor is responsible for monitoring the behavior of the officer for symptoms of the disorder.
 - a A report of the supervisor's observations shall be forwarded to the Director after 30 days.
 - b If the officer continues to exhibit signs or symptoms of post-traumatic stress disorder after the 30-day observation, a report shall be forwarded to the Sheriff
- 2 The Sheriff may order the Deputy to seek additional